



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: October 27, 2015

Closing Date: November 6, 2015

Job Listing Identification Number: OCA-IVD-212-16-15

State Classification Number/Salary Group:
3652/B28

State Job Title: Associate Judge

FLSA Status: ☒ Exempt ☐ Non-Exempt

Agency Job Title: Associate Judge

Location: Edinburg

Monthly Salary Range: \$9,088.33

Type of Job: ☒ Full Time ☐ Part Time

Remarks:

Travel Required: ☒ Yes 10% ☐ No

Job Description: The primary duty of this position is to conduct hearings in Title IV-D child support cases. Works under limited direction from the Presiding Judge of the 5th Administrative Judicial Region, with extensive latitude for the use of independent judgment in performing the assigned duties. Serves Hidalgo, Jim Hogg, and Starr counties.

Note: Pursuant to Sec. 201.101(b) of the Family Code (effective September 1, 2015), the appointment of an associate judge for this position is for a four-year term from the date the associate judge is appointed and qualifies for office. The appointment for a term does not affect the at-will employment status of the associate judge.

Essential Job Functions:

- Performs highly responsible hearing officer and legal duties.
- Conducts hearings in Title IV-D child support cases.
- Makes findings of fact, formulates conclusions of law and recommends/renders orders in Title IV-D cases.
- Ensures cases are completed within the time specified in Chapter 201, Subchapter B of the Texas Family Code.
- Supervises and evaluates the performance of the Title IV-D court coordinator in the associate judge's office.
- Adheres to Texas Disciplinary Rules of Professional Conduct and the Code of Judicial Conduct in performing duties.

Minimum Qualifications:

- Graduation from an accredited school of law.
- License to practice law in the State of Texas.
- To be eligible for appointment, a person must be a citizen of the United States, have resided in this state for the two years preceding the date of appointment, and be:
 - (1) Eligible for assignment under Section 74.054, Government Code, because the person is named on the list of retired and former judges maintained by the presiding judge of the administrative region under Section 74.055, Government Code; or
 - (2) Licensed to practice law in this state and have been a practicing lawyer in this state, or a judge of a

court in this state who is not otherwise eligible under Subdivision (1), for the four years preceding the date of appointment.

- An associate judge appointed under this subchapter shall during the term of appointment reside in the administrative judicial region, or a county adjacent to the region, in which the court to which the associate judge is appointed, is located. An associate judge appointed to serve in two or more administrative judicial regions may reside anywhere in the regions.
- Extensive knowledge of and practical experience in legal proceedings, trial procedures, and the laws of the State of Texas.

Employment Conditions:

- Must sit for extended periods of time.
- Valid Texas driver's license required to operate a motor vehicle to conduct agency business.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 27A, 27B, 250X, LGL10, 04, 4402, 51JX, 27, 44, 51. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Supporting VA disability documentation and/or DD#214 must be submitted with the completed State of Texas Application in order to receive preference.

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf.

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to 512/463-1648 or email to ocajobs@txcourts.gov. State applications are available on the Internet at WorkinTexas.com. Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled at a date and location to be determined by Presiding Judge Missy Medary.

An applicant's response to the question regarding **Former Foster Youth** on the state application is **optional** if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Nancy Simmons, the Office of Court Administration's Human Resources Officer, at 512/936-1611.